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Materials Management Office
1201 Main St - Ste 600
Columbia, SC 29201

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*****Office Depot has been added as a contractor.*****

STATEWIDE TERM CONTRACT TO FURNISH, WAREHOUSE AND PROVIDE INSIDE DELIVERY OF OFFICE SUPPLIES

MAXIMUM CONTRACT PERIOD: JANUARY 1, 2009 – DECEMBER 31, 2013

CONTRACT TERMS AND CONDITIONS

To view contract pricing scroll to the bottom of the page for vendor links.

The Materials Management Office has established sources for Furnishing, Warehousing and Providing inside Delivery of Office Supplies for all State Agencies within the geographic limits of the State of South Carolina. Use of this contract by local public procurement units is optional. Contract providers have been placed on a provider list from which agencies and local procurement units will select a contract provider(s).

Contractor(s) will deliver quality office supplies to participating agencies located throughout their awarded region(s). This contract includes operational management functions, sales representative services and inside desktop delivery of office supplies.

In order to encourage agencies to purchase from minority and women-owned businesses, use of this contract is not mandatory for orders less than \$250.00.

Effective immediately, the State Procurement Office is adding the following language to the contract:

Agencies may select one contractor to serve as the “primary” for office supplies. Contractors may offer additional discounts and/or rebates based on volume. Agencies are highly encouraged to combine small orders to reduce costs to the vendors, which may result in better discounts.

REGIONS

The State has been divided into three (3) regions as listed below (See Attachment A – Map). Award(s) have been made by region.

Region I consists of the following counties:

Oconee	Spartanburg	Cherokee	Chesterfield
Pickens	Abbeville	York	Greenwood
Greenville	Laurens	Chester	Edgefield
Anderson	Union	Lancaster	McCormick

Region II consists of the following counties:

Aiken	Lexington	Darlington	Dillon
Saluda	Richland	Kershaw	Marion
Newberry	Sumter	Marlboro	Calhoun
Fairfield	Lee	Florence	

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Region III consists of the following counties:

Barnwell	Clarendon	Dorchester	Beaufort
Allendale	Hampton	Berkeley	Charleston
Bamberg	Colleton	Williamsburg	Georgetown
Orangeburg	Horry	Jasper	

Minimum Contractor Responsibilities and Program Requirements

The contract(s) stipulate inside, desktop delivery of office products within the time frames specified. The contract(s) also provide for delivery with at least a ninety six percent (96%) fill rate of orders placed. While the general responsibilities are clearly defined, contractor(s) must demonstrate a flexible management style with the State and using entities.

INSIDE DELIVERY DEFINITION:

Inside delivery pertains to deliveries to any location within a customer occupied building. A participating agency may have multiple ordering locations and the contractor will be required to deliver office supplies to each individual location, not to one central location. Office supplies will be required to be delivered to the desktop of the individual ordering.

Delivery

1. All deliveries against this contract will be considered inside delivery. Desktop delivery is included as a part of inside delivery when so requested by the ordering agency with no additional charges allowed, except as otherwise allowed in this section. Deliveries will be made between the hours of 8:00 AM and 5:00 PM, Monday through Friday. Special delivery hours can be established to ensure personnel is available for acceptance of orders.
2. Standard delivery is 2 business days from the placement of order or ARO, whichever is sooner, for in-stock items.
Example: Order 4:55 pm Monday deliver Wednesday
The delivery fill rate is 96% for in-stock items.
3. Backorder delivery is 4 business days from the placement of the original order or ARO, whichever is sooner for non-stock items.
Example: Order 4:55 pm Monday deliver Friday
All backordered items must have an expected delivery date on the packing slip.
4. The contractor is responsible for making details of late deliveries known immediately to agencies.
5. Deliveries shall be FOB destination, freight prepaid. It is agreed by the parties hereto that delivery by the contractor to the common carrier does not constitute delivery to the State. Any claim for loss or damage shall be between the contractor and the carrier.
6. **Individual orders for less than \$50.00 are exempt from FOB requirements. The contractor shall ship these orders prepaid, and add \$10.00 shipping and handling charge to the invoice as a separate charge and include in the invoice total for payment by ordering agency.**

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EXCLUSIONS

The State shall not be liable for purchases resulting from requests from unauthorized individuals for delivery of goods.

The following items are **EXCLUDED** from this contract:

1. Information technology products as defined by the South Carolina Consolidated Procurement Code, General Provisions, Subarticle 5,
 - a. Copiers and copier supplies, **including paper**
 - b. New and refurbished laser toner cartridges
 - c. Transcription and dictation equipment
 - d. Laser Printers
 - e. Computers (including laptops), monitors,
 - f. Keyboards and terminals
 - g. Microfilm and microfiche machines
 - h. Facsimile equipment
 - i. Television equipment
 - j. Video cassette recorders
2. Furniture, including file cabinets (vertical and lateral), Office Chairs, Metal and Wood Office Furniture.
3. Flags, US and SC
4. Lab Equipment and Supplies
5. Paper napkins, Towels and Toilet Tissue
6. Batteries
7. Break room supplies
8. Janitorial supplies
9. First-aid supplies
10. Electric or electronic business equipment (ie. Calculators, typewriters, cameras, and time-date stamps)
11. Dated Material

INSPECTION AND ACCEPTANCE OF ORDERS

Inspection and acceptance of the individual orders will be the responsibility of the requesting activity (end user) at the time of delivery. If instances arise where this is not feasible, users shall report discrepancies within twenty-four (24) hours after receipt to the contractor. Discrepancies may be resolved either by issuing debits/credits on the next invoice, or by physically taking back or reissuing necessary products. In either case, the contractor should specify the method. Return of stock items ordered in error will be 100% at no charge if the product is returnable in saleable condition within twenty-one (21) days: saleable condition includes the original manufacturer's box and all packaging in good condition. Return of defective items will be 100% at no charge. Contractor representative must be available to resolve all delivery, ordering, invoicing problems and any other related discrepancies.

DESCRIPTIVE LITERATURE

Contractor(s) are required, within 5 business days of the request of any user and at no charge to using agencies and departments, to provide the user with office product catalogs and descriptive literature. Catalogs must contain all categories of products, and pertinent descriptive and ordering information and up to date and accurate. Catalog should include policies and instructions with regards to ordering procedures, pricing, back order policy, delivery of merchandise procedure, and return of merchandise policy. Contractor(s) are required to provide the using agency with all information pertinent to the placement of and payment for orders. **This information must be consistent with the terms and conditions stated within this solicitation.**

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Catalogs must contain the Manufacturer's Suggested Retail Price (List Price) for all products. Office supplies covered under the terms of this contract will be sold to the participating agencies by the contractor(s) at the percentage discount from the Manufacturer's Suggested Retail Price (List Price). The catalog includes those items not specifically excluded from this contract(s).

NO SUBSTITUTIONS

No substitutions of catalog items shall be authorized unless previously agreed to by the agency/department. Contractor(s) may deliver equivalent merchandise if requested items are not available when required, but acceptance or rejection is the prerogative of the using entities. ***Prior authorization must be obtained prior to delivery.***

CUSTOMER SUPPORT/USER SUPPORT

Contractor shall provide a customer support sales representative(s) for each region. This sales representative may support multiple users in multiple regions. Users shall have access to their corresponding customer service representative during normal business hours of every business day (8:00 A.M. (ET) to 5:00 P.M. (ET)). When the primary point of contact is not available, the Contractor shall provide sufficient backup to provide customer service to users. User inquiries by phone, email, or fax shall be addressed within 1-2 business days.

ORDERING INFORMATION

Contractor(s) will accept orders by phone (toll-free), fax modem, hard copy, or an electronic media provided by the contractor(s). All orders must be filled on an individual basis as required, with an itemized packing slip and delivery memo included with the order. The packing slip must identify the state agency, department within the agency and name of authorized person ordering, order number accounting information, number of packages, department phone number(s), delivery point, ***purchase order number*** and contents of packages. An authorized representative of the department must sign all delivery memos.

PRICES

The list price in the manufacturer's catalog will be a firm fixed price from January 1, 2009 – December 31, 2009. Contractor shall not change any pricing/data to include the punch-out catalog until MMO approves any submitted price increases in accordance with the price adjustment clauses in section VII. B.

All services outlined in this Fixed Price Bid shall be included in the percentage discount (No additional costs will be paid, except as allowed for under the Delivery Services Clause).

AWARDED REGIONS

REGION I

Staples
Wulbern Koval
Forms and Supply, Inc.
OfficeMax, Inc
Greenville Office Supply
Office Depot (added 08/14/2012)
Herald Office Solutions

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REGION II

Staples
Wulbern Koval
Forms and Supply, Inc.
Herald
OfficeMax, Inc.
Greenville Office Supply (added 2/3/09)
Office Depot (added 08/14/2012)

REGION III

Staples
Wulbern Koval
Forms and Supply, Inc
Herald
Office Max, Inc.
Office Depot (added 08/14/2012)

Region One

CONTRACT PROVIDER

DISCOUNT OFF THE MANUFACTURER'S SUGGESTED RETAIL PRICE (LIST PRICE)

<u>Staples Business Advantage</u>	<u>64%</u>
Division of Staples Contract & Commercial, Inc ("Staples")	
300 Arbor Lake Drive	
Columbia, SC 29223	
Contract No.: 5000008818	
Contact: Brent Hovis	
E-Mail: Brent.Hovis@staples.com	
Telephone: (980) 275-9347	
To place orders online: www.stapleslink.com	
FEIN: 04-3390816	

<u>Forms & Supply Inc.</u>	<u>63%</u>
Larry Abrams	
99 Vantage Point Drive	
West Columbia, SC 29172	
Contract No.: 5000008816	
Contact: Larry Abrams	Contact: Sherrell Ott
Phone: (803) 794-6759 x 207	Phone: (803) 794-6759 X201
Fax: (803) 794-1089	
E-Mail: larry.abrams@formsandsupply.com	E-Mail: sherrell.ott@formsandsupply.com
To place orders online: http://www.fsioffice.com/	
FEIN: 56-0903427	

****FSI has additional discounts on products that are part of State Contract but are deeper discounts on specific products.****

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Office Max, Inc. 65%

12140 Vance Davis Drive
Charlotte, NC 28269
Contract No.: 5000008819
Contact: Hardy Meyer
Phone: (706) 231-3612
E-Mail: hardymeyer@officemax.com
FEIN: 82-0477390

Wulbern Koval Co Inc. 63%

1111 Morrison Dr.
Charleston, SC 29403
Contract Number: 5000008817
Contact: Hal Singletary
Phone: (843) 577-7666 x318
Fax: (843) 577-7299
Email: hsingletary@wulbern-koval.com
FEIN: 57-0525558

Contact: Joey Koval
Phone: (843) 577-7666
Email: jkoval@wulbern-koval.com

Greenville Office Supply

Updated from 63% to 64% (7/6/2011)

310 East Frontage Road
Greer, SC 29651
Contract No.: 5000008829
Contact: Scott Hart
Phone: (800) 277-0208
Fax: (864) 242-1370
E-Mail: shart@gosl.com
FEIN: 57-0898368

Office Depot Business Solutions 65%

8658 J.W. Clay Blvd.
Charlotte, NC 28262
Contract No.: 4400005368
Contact: Charrell McLean
Email: charrell.mclean@officedepot.com
Telephone: (937) 245-0188
Fax: (562) 438-8432
FEIN: 59-2663954

Herald Office Solutions 63%

3250 Tile Drive
Charleston, SC 29405
Contract No.: 5000008820
Contact: Mark Tiroff
Phone: (843) 556-1007
Fax: (843) 763-7678
E-Mail: mtiroff@hosnet.net
FEIN: 57-0782942

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Region Two

CONTRACT PROVIDER

DISCOUNT OFF THE MANUFACTURER'S SUGGESTED RETAIL PRICE (LIST PRICE)

Staples Business Advantage 64%

Division of Staples Contract & Commercial, Inc ("Staples")

300 Arbor Lake Drive

Columbia, SC 29223

Contract No.: 5000008818

Contact: Brent Hovis

E-Mail: Brent.Hovis@staples.com

Telephone: (888) 212-7219 Fax: (888) 222-8618

To place orders online: www.stapleslink.com Order by Telephone: (908) 275-9347

FEIN: 04-3390816

Greenville Office Supply Updated from 63% to 64% (7/6/2011)

310 East Frontage Road

Greer, SC 29651

Contract No.: 5000008829

Contact: Scott Hart

Phone: (800) 277-0208

Fax: (864) 242-1370

E-Mail: shart@gos1.com

FEIN: 57-0898368

Forms & Supply Inc. 63%

Larry Abrams

99 Vantage Point Drive

West Columbia, SC 29172

Contract No.: 5000008816

Contact: Larry Abrams

Contact: Sherrell Ott

Phone: (803) 794-6759 x 207

Phone: (803) 794-6759 X201

Fax: (803) 794-1089

E-Mail: larry.abrams@formsandsupply.com E-Mail: sherrell.ott@formsandsupply.com

To place orders online: <http://www.fsioffice.com/>

FEIN: 56-0903427

****FSI has additional discounts on products that are part of State Contract but are deeper discounts on specific products.****

Herald Office Systems 63%

3250 Tile Drive

Charleston, SC 29405

Contract Number: 5000008820

Contact: Mark Tiroff

Phone: (843) 556-1007

Fax: (843) 763-7678

E-Mail: mtiroff@hosnet.net

FEIN: 57-0782942

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12140 Vance Davis Drive
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Phone: (706) 231-3612
E-Mail: hardymeyer@officemax.com
FEIN: 82-0477390

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1111 Morrison Dr.
Charleston, SC 29403
Contract Number: 5000008817
Contact: Hal Singletary
Phone: (843) 577-7666 x318
Fax: (843) 577-7299
Email: hsingletary@wulbern-koval.com
FEIN: 57-0525558

Contact: Joey Koval
Phone: (843) 577-7666
Email: jkoval@wulbern-koval.com

Office Depot Business Solutions 65%

8658 J.W. Clay Blvd.
Charlotte, NC 28262
Contract No.: 4400005368
Contact: Charrell McLean
Email: charrell.mclean@officedepot.com
Telephone: (937) 245-0188
Fax: (562) 438-8432
FEIN: 59-2663954

Region Three

CONTRACT PROVIDER

DISCOUNT OFF THE MANUFACTURER'S SUGGESTED RETAIL PRICE (LIST PRICE)

Division of Staples Contract & Commercial, Inc ("Staples")
300 Arbor Lake Drive
Columbia, SC 29223
Contract No.: 5000008818
Contact: Brent Hovis
E-Mail: Brent.Hovis@staples.com
Telephone: (980) 275-9347
To place orders online: www.stapleslink.com
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Forms & Supply Inc. 63%

Larry Abrams
99 Vantage Point Drive
West Columbia, SC 29172
Contract No.: 5000008816

Contact: Larry Abrams
Phone: (803) 794-6759 x 207
Fax: (803) 794-1089

Contact: Sherrell Ott
Phone: (803) 794-6759 X201

E-Mail: larry.abrams@formsandsupply.com E-Mail: sherrell.ott@formsandsupply.com

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12140 Vance Davis Drive
Charlotte, NC 28269
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Phone: (706) 231-3612
E-Mail: hardymeyer@officemax.com
FEIN: 82-0477390

Office Depot Business Solutions 65%

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Contract No.: 4400005368
Contact: Charrell McLean
Email: charrell.mclean@officedepot.com
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Wulbern Koval Co Inc. 63%

1111 Morrison Dr.

Charleston, SC 29403

Contract Number: 5000008817

Contact: Hal Singletary

Phone: (843) 577-7666 x318

Fax: (843) 577-7299

Email: hsingletary@wulbern-koval.com

FEIN: 57-0525558

Contact: Joey Koval

Phone: (843) 577-7666

Email: jkoval@wulbern-koval.com

Note: The contractors may have listed items that are not part of the office supply contract but are listed in their catalog. Prior to purchasing review the exclusion list above and follow the contract terms and conditions of the solicitation.

Contractor

Staples

Wulbern Koval

Forms and Supply, Inc.

Herald

OfficeMax, Inc.

Greenville Office Supply

Office Depot

Contract Price Link

[Staples 2013 Catalog](#)

[WK 2012 Catalog](#)

[FSI 2013 Catalog](#)

[Herald 2012 Catalog](#)

[Office Max 2013 Catalog](#)

[GOS 2012 Catalog](#)

[Office Depot 2013 Listing](#)